MN WG Supplement 1 CAPR100-1 Vol I 1 May 2002

Communications - Electronics

COMMUNICATIONS

CAPR 100-1, Volume I, 1 August 1996 is supplemented as follows:

- 1-7b. Radio operators will notify the Wing Director of Communications, via the chain of command immediately of any CAP licensed radio equipment that is inoperative. The Director of Communications and the Director of Logistics will determine the responsibility for repair or disposition of equipment. If repair/replacement will exceed \$100, the Director of Communications will request approval of the Finance Committee.
- 4-8b. Communicator of the Year application narratives may be submitted by letter or on a MNWG Form 8g.
- 5-3a. Basic Communications User Training (BCUT) and Advanced Communications Training (ACUT) will be conducted using the standardized MNWG training syllabus. (Power Point presentation)
- 5-3d. Added. Biennial refreshers will be completed by each member holding a radio operator's authorization. Training will be annotated in the member's personnel file/master record. (CAPF 45 or CAPF 66)
- 5-3c. In addition to CAPR 100-1 Volume 1 Operator Requirements, Minnesota Wing requires senior members to have completed Level I and after adequate classroom training, have a minimum of 4 hours active net time. Radio Operator's Permits (BCUT and ACUT) will be issued by the Wing Director of Communications upon receipt of an original MNWGF 8I.
- 6-1. A one-time maintenance donation of \$12 will accompany all new FM Radio Station Authorization Requests (MNWG Form 8e). Minnesota units and members will apply for radio station authorization on MNWG Form 8e. Radio station authorization requests for personally owned equipment will be accompanied by a "Minnesota Wing Lease Agreement," MNWG Form 8f.
- 7-3. MNWG Form 8 may be used as a message log. Mission Comm Officers will forward one copy of all radio/message logs to the Wing Director of Communications.
- 7-4. Added. All licensed FM and HF radios, except airmobile, will check-in a minimum of twice each week/eight per month to ensure equipment is working. Waivers with justification, will be requested from the Wing Director of Communications via the Squadron and Group Communications Officers. Operators of Net Control Stations will send a Net Report, MNWG Form 8h, to the Director of Communications immediately upon completion of the evenings net via e-mail or letter no phone calls please!
- 7-9. The purpose of licensing radios is to have effective radio communications throughout the Wing. The Utilization Committee will recommend redistribution of corporate equipment which is not being used effectively (check-in a minimum of twice each week/eight per month) and may recommend cancellation of operator authorization to the Wing Commander. The Wing Utilization Committee consists of the Wing Vice Commander, Wing Chief of Staff, Wing Director of Operations, Wing Director of Communications, Wing Director of Logistics, Wing Director of Emergency Services and each Group commander.

Continued ...

MINNESOTA WING HEADQUARTERS CIVIL AIR PATROL United States Air Force Auxiliary PO Box 11230, St. Paul MN 55111-0230 MN WG Supplement 1 CAPR100-1 Vol I 1 May 2002

7-10. MNWG Form 8a may be used as a message form for normal traffic. MNWG Form 8b should be used to submit mission reports. MNWG Form 8c should be used to report aircraft availability at a mission base to the Wing Mission Coordinator/Wing Director or Emergency Services. MNWG Form 8d should be used to transmit a mission weather report.

7-11a. Operators and unit commanders will immediately report lost, stolen, destroyed or damaged radio equipment to the Wing Director of Communications, via the chain of command. A police report must accompany reports of stolen equipment or vandalism.

///signed/// ///signed///

BRUCE SEXTON, Lt Col, CAP Administrative Officer

DALE E. HOIUM, Col, CAP Commander

Summary of changes.

Added: 5-3a and 5-3d. Change: 5-3c 5 hours of net time reduced to 4 hours of net time and use of MNWGF 8I versus CAPF 2a.